

**BOROUGH OF FOX CHAPEL**  
401 FOX CHAPEL ROAD  
PITTSBURGH, PA 15238  
412-963-1100

**Building Permit Submission Requirements**

**NOTE: EFFECTIVE OCTOBER 1, 2018, THE 2015 INTERNATIONAL RESIDENTIAL CODE WITH SOME AMENDMENTS ARE APPLICABLE.**

**Submission Requirements:**

The following projects are required to obtain a Borough of Fox Chapel Building Permit prior to the start of construction:

- New structures
- Additions
- Structural alterations and repairs
- Exterior decks > 30” from grade (measured 36” horizontally from walking surface)
- Retaining walls > 4 feet in height
- Swimming pools > 24” in height above ground and all in-ground
- Roof replacement – commercial only

The following items must be submitted with the completed Building Permit Application:

- Two sets of drawings of the proposed construction (three sets for commercial projects). One copy of the drawings must have the original seal and signature of a registered design professional, engineer or architect. (The stamped seal requirement may be waived for smaller projects – see Building Official)
- Two copies of the site plan/survey indicating the location of the proposed structure. One copy must be an original stamped and signed survey of the property. (Copies of the survey may be accepted for smaller projects – see Building Official)
- The general contractor for the project shall provide a completed workers compensation insurance certificate or notarized exemption form.

The following additional items may be required:

- PA Department of Environmental Protection permit for any stream crossing.
- PennDOT Highway Occupancy Permits for driveways on State roads.
- Allegheny County Plumbing Department permit and/or electrical permit verification.
- Engineering reviews or certifications.

**Fees:**

The cost of the building permit is based on valuation of structures, determined by current building valuation data reports provided by the ICC or the builder's estimate, whichever is greater. See Fee Schedule for amounts.